

Pass-Fail Contract (Graduate)

Instructions: Students must consult with their advisor, or if the advisor is the instructor for the course, please consult with the program coordinator, department chairperson, or dean, to receive endorsement below for the Pass-Fail option. The student must then authorize and submit the contract to the Registrar's Office no later than the [Pass/Fail Deadline](#) for the term (prior to the start of the 4th week of the fall or spring semester, or prior to the start of the 2nd week for courses in a shorter term).

General Regulations

Matriculated students who have completed at least 9 credits of graduate work with a "B" (3.0) or higher are eligible to register for certain courses on a Pass-Fail basis. The Pass-Fail option is blind in that the instructor is not aware of the student's use of the Pass-Fail option until after the grades are submitted. Required courses may not be taken under the Pass-Fail option and no more than one elective course in any program may be taken under the Pass-Fail option. Undergraduate courses listed in any program that students are required to take to strengthen their academic backgrounds may not be taken under the pass-fail option. There is no limit on the number of courses, which are not a part of the program that may be taken under the pass-fail option. The final grade will be reported as "S" if the final grade earned is "C" or higher. This grade has no effect on the GPA, but it does count as attempted credit. If the final grade earned is not passing, the final grade will be reported as "F". This grade will impact the GPA and does count as attempted credit.

Disclosure

Courses taken for Pass-Fail may not be accepted when transferring to another institution. Passed courses are excluded from GPA calculations which may impact a student's ability to meet certain requirements needed for their major, graduation, honors, or entry into another graduate program.

Graduate Advisor Endorsement

Student ID:

Name:

Major:

Course Subject and Number (ex. ANT 500):

I certify that this student has been advised regarding Pass-Fail and is eligible to pursue this grade option:

- Student has earned _____ credit hours (*min. 9 graduate credits earned on the transcript with a "B" (3.0) or higher*)
- Student is taking this course as an elective (*not required in the program*) Confirmed

Advisor Signature: _____

Date: _____

Note: When the advisor is also the instructor for the course, the program coordinator, department chair, or dean may approve.

Student Authorization

I have read and understand the general regulations and information pertaining to the Pass-Fail option and accept responsibility for the consequences of this election. I understand that once I have selected the Pass-Fail option it will not be possible to revert to a graded option following the add/drop period for the course(s).

Student Signature: _____

Date: _____

Note: Students may [create a digital ID](#) using their SCSU email by clicking the signature block above, or the form may be accepted without signature from your SCSU email.